



Pacific Lutheran University
Business Office
Tacoma, Washington 98447-0003

Important Notice Regarding ACH Direct Deposit

Pacific Lutheran University (PLU) is pleased to offer payments to vendors and other payees by means of ACH direct deposit, in lieu of issuing checks. To take advantage of this fast, safe and secure method of payment, we encourage you to take a few minutes to complete the authorization and enrollment form on the opposing page of this notice.

The deposit to your bank or financial institution account is effective on the day following the Accounts Payable check run. The weekly check run is usually processed on Thursday (maybe earlier depending on our holiday schedule). A remittance advice will be emailed to you on the same day as the Accounts Payable check run.

Benefits of ACH direct deposit method of payment include:

- Faster payment – quicker access to your money
- Eliminates the possibility of a lost/stolen check
- Saves time and the gas it takes to drive to and from your financial institution to deposit or cash a check
- Reduces paper use by eliminating the need to print and mail a check in an envelope
- Supports PLU's commitment to practice and promote sustainability



ACH Authorization Agreement and Enrollment for Direct Deposit

Mail To: Pacific Lutheran University Business Office Tacoma, Washington 98447-0003 ATTN: Accounts Payable	After completing this form, return it in <u>one</u> the following ways: <ul style="list-style-type: none"> As an email attachment to acctspay@plu.edu Fax to (253) 536-5079 U.S. Mail (If refolded properly, the address listed to the left will show in a No. 10 window envelope.) If you have any questions, please call (253) 535-7171.
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Vendor / Payee Federal Tax ID Number			Vendor / Payee Name (as shown on Bank Depository Account)		
Vendor / Payee Address			ACH Contact Name		
			ACH Contact Phone Number (with area code)		
Vendor / Payee City	State	Zip Code	ACH Contact Email Address		

Financial Institution Name	Depository Account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Transit Number (nine digits)	Depositor Account Number

Remittance Email Address	Additional Email Remittance Address (optional)
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By signing this form, I authorize Pacific Lutheran University (PLU) to initiate ACH deposits to the checking or savings account indicated at the above financial institution. In the event of overpayment to this bank account, I authorize PLU to make an adjusting debit entry to the account up to the amount of the overpayment. I may revoke or cancel this authorization and enrollment by notifying PLU in writing at least fifteen (15) days prior to termination. **Any change** to the bank account or financial institution **will require a new ACH Authorization and Enrollment form**. Failure to notify PLU's Business Office of an account change will delay payment.

Further, I agree not to hold PLU responsible for any delay or loss of funds due to incorrect information supplied by me, or due to an error on the part of my financial institution in depositing funds to my account.

Signature of Authorized Official	Signature Date
Print or Type Authorized Official's Name	Phone (Include area code)